

## SS 14.2 - SIGNS - relating to specified systems (e.g. dial 111, emergency door release)

Register of signs: Signs showing how to use/operate e.g. lift operation, manual call points etc.			
	System for which the Sign is for	Type	Location
1	SS 2	MANUAL CALL POINT SIGNAGE	
2			
3			
4			
5			
6			
7			
8			
<b>Performance/Installation Standard:</b>		<input checked="" type="checkbox"/>	New Zealand Building Code F8 Signs 3.1, 3.2 & 3.3
<b>Inspections and Maintenance Standard:</b>		<input checked="" type="checkbox"/>	New Zealand Building Code F8 Signs 3.1, 3.2 & 3.3
		<input checked="" type="checkbox"/>	Acceptable Solutions and Verification Methods F8 Signs 5.1 – Call points. <i>(delete/leave where applicable)</i>
		<input checked="" type="checkbox"/>	Acceptable Solutions and Verification Methods F8 Signs 5.3 – Lifts. <i>(delete/leave where applicable)</i>
		<input checked="" type="checkbox"/>	Specifically Designed Alternative Solution (please specify). <i>(delete/leave where applicable)</i>
		<input checked="" type="checkbox"/>	As per the Compliance Schedule handbook (see below).
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>		Planned preventative maintenance and responsive maintenance shall be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required.	
<b>Inspection frequency and responsibility:</b>		<input checked="" type="checkbox"/>	Monthly
		<input checked="" type="checkbox"/>	Annual
		<input checked="" type="checkbox"/>	Owner/Agent
		<input checked="" type="checkbox"/>	IQP
<b>Inspections and Maintenance:</b> <i>Monthly Inspections</i>		<ul style="list-style-type: none"> <li>• Of correct type</li> <li>• In correct location</li> <li>• Legible</li> </ul>	
<i>Monthly Maintenance</i>		<ul style="list-style-type: none"> <li>• Clean</li> <li>• Check securely fixed to wall</li> <li>• Check for damage</li> </ul>	
<b>Reporting:</b>		The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:	

## **SS 14.2 - SIGNS - relating to specified systems** (e.g. dial 111, emergency door release)

	<ul style="list-style-type: none"><li>• Details of any inspections, tests or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.</li><li>• A Form 12A provided by an IQP annually.</li><li>• The IQP is responsible for ensuring proper training is delivered and only people who have received training are to perform owner inspections.</li></ul>
--	---